

**MONROE COUNTY DETENTION CENTER
5501 COLLEGE ROAD
KEY WEST, FL 33040
(305) 293-7300**

Updated: 9/29/08

VISITATION DAYS/HOURS

HOUSING AREA	1 ST and 3 RD SUNDAY 1 p.m. - 3:30	2 ND and 4 TH SUNDAY 1 p.m. - 3:30 p.m.	SUNDAY 8 a.m. - 10:30 a.m.	MONDAY 8 a.m. - 10:30 a.m.	MONDAY 1 p.m. - 3:30 p.m.	TUESDAY 8 a.m. - 10:30 a.m.	TUESDAY 1 p.m. - 3:30 p.m.	WEDNESDAY 8 a.m. - 10:30 a.m.	WEDNESDAY 1 p.m. - 3:30 p.m.	THURSDAY 1 p.m. - 3:30 p.m.	THURSDAY 8 p.m. - 9:30 p.m.	FRIDAY and SATURDAY
Unit A (AC and Pre-DC inmates ONLY)		X		X			X	X				NO VISITATION
Unit A (HP & PC inmates ONLY)			X		X	X			X			
Unit A-1		X		X			X	X		X		
Unit B	X			X			X	X				
Unit B-1 (Includes Pre-DC inmates)		X		X			X	X		X		
Unit B-1 (AC, PC, & HP inmates ONLY)			X		X	X			X			
Unit C		X		X			X	X				
Unit D (Includes Pre-DC inmates)	X			X			X	X				
Unit D (AC, PC, & HP inmates ONLY)			X		X	X			X			
Dorms E, F, G, and H			X		X	X			X		X	
Sickbay		X		X			X	X		X		

VISITATION IS OVER 25 MINUTES AFTER CLOSE OF ABOVE STATED VISITATION HOURS

(e.g., visitation hours 1-3:30 p.m. means the last visitor must leave by 3:55 p.m.)

No visitors will be allowed in after the above stated times. There is no visitation on the following holidays: New Years Day, Martin Luther King Day, Presidents Day, Good Friday, Labor Day, Independence Day, Memorial Day, Veterans Day, Columbus Day, Thanksgiving Day, day after Thanksgiving Day, and Christmas Day.

VISITATION RULES

1. Valid photo ID is required to visit an inmate (i.e., Drivers License or State ID Card).
2. **ALL PERSONAL PROPERTY** will be secured in your vehicle or a locker in the lobby (lockers are .25 cents).
3. Trustees that are working, inmates that are attending a program, inmates visiting attorneys, or inmates in a JIP class will not be removed for visitation. It is the inmate's responsibility to inform their visitor of their work, class, and programs schedules.
4. Visitors are permitted to visit a maximum of three different inmates per visitation day. Inmates will be allowed a maximum of three visits per day. Visitors will NOT be allowed to sign in to see multiple inmates at one time. Visitors requesting to see inmates must:
 - A. Sign in at reception.
 - B. Length of visit: 30 minutes for locals; 45 minutes for visitors who live more than 50 miles away (Marathon north). NOTE: If there are excessive visitors for a particular visitation period, the length of visits may be cut short.
 - C. Return to the reception area and turn in your visitor identification tag and retrieve your ID.
 - D. If you want to see another inmate, get in line again and start the entire process over for each inmate you are requesting to visit

NOTE: Visitors shall only visit the inmate that they are signed in to visit. If you talk to another inmate during your visit, your visit will be terminated and your future visitation privileges might be temporarily or permanently suspended.

5. Persons with a no contact order, injunction, or restraining order will not visit any inmate who is named in the document. Victims may not visit any inmate who is named as the suspect in the victim's criminal case.
6. Visitors under the age of 18 need to be accompanied by their parent or legal (court appointed) guardian at all times while in the visitation area. The parent or legal guardian is responsible for the conduct, proof of age, and proof of relationship (**birth certificate with parents' names on it required on first visit**) of the child(ren). Court appointed guardians need to bring in the legal paperwork that names them as the child(ren) guardian on their first visit. Children under the age of 12 are not to be left alone.
 - A. If the parent or legal guardian refuses to visit an inmate, but has no problem with their child(ren) visiting an inmate, they must give written permission for the child(ren) to be brought in by a maximum of two other designated people. This written permission must be done in person to verify that it is the parent/guardian that writes the letter OR they may have this written permission notarized and the designated person must bring it in when the child(ren) visit. The child(ren) birth certificates must be brought in on the first visit.
 - B. The inmate can fill out a Visitation Authority for Son/Daughter form authorizing his/her child(ren) to be brought in by a maximum of two designated people in place of the mother/father/legal guardian of the child(ren). The designated person(s) may bring the child(ren) for visitation. The inmate will NOT be allowed to switch guardians. The child(ren) birth certificates must be brought in on the first visit. This form is not valid for anything but visitation at the Monroe County Detention Facilities and does not override court appointed guardians.

7. Visitors must be dressed appropriately. Visitation, including contact visitation, will not be permitted if the visitor is dressed in violation of the visitor's dress code listed below.

DRESS CODE: **THE FOLLOWING WILL NOT BE PERMITTED:** HOT PANTS, SHORT SHORTS, CLOTHES WITH HOLES IN INAPPROPRIATE PLACES, WAISTBAND OF SHORTS, TROUSERS, OR SKIRTS HANGING BELOW THE WAIST, UNDERGARMENTS SHOWING, BARE MIDRIFTS, SWIMSUITS, SPANDEX, TANK TOPS, SEE-THROUGH BLOUSES, LOW-CUT NECKLINES, SHIRTS/BLOUSES WITHOUT SLEEVES, BRALESSNESS, SWEAT OUTFITS, MINI-SKIRTS OR DRESSES MORE THAN 1 1/2 INCHES ABOVE THE KNEE, SUNGLASSES, HATS, SCARFS, BANDANAS, BAREFEET, BEDROOM SLIPPERS, OPEN TOED SHOES, OR SOCKS OVER OPEN TOE SHOES. BLANKETS MAY ONLY BE BROUGHT IN FOR INFANTS UNDER ONE YEAR OLD.

8. Only two (2) adult visitors will be allowed in the visitation booth together. There will be a maximum of three children permitted (this includes infants).
9. Inmates and visitors will sit where designated. No adult or child will be allowed to sit on the visitation booth ledge. Children must stay with their parent/guardian while in the visitation area.
10. Any destruction or defacing of county property by visitors or inmates is subject to temporary or permanent suspension of visitation privileges.
11. No item of any description will be given to or received directly from an inmate by a visitor. We **DO NOT** accept any items of any kind for inmates except for work release clothes, prescription eyeglasses, and contact lenses.
12. Visitors are not allowed to introduce cameras, radios, tape players, cell phones, MP3 players, or other electronic items into the Monroe County Detention Facilities.
13. **All visitors** are subject to a search.
14. The introduction or attempts to introduce into or upon facility grounds of weapons, drugs, medication, narcotics, alcoholic beverages or any other unauthorized items is a violation of Florida Laws, as stated in Florida Statutes 944.43 and 944.47.
15. Persons under the influence of alcoholic beverages, narcotics or other drugs, or exhibiting irrational behavior for any reason will not be allowed to visit or remain on county property.
16. Any disturbances or emotional disruptive behavior exhibited at any time will result in your visitation being canceled, and you will not be allowed to remain on county property.
17. There will be no smoking, eating or drinking in the Monroe County Detention Facilities.
18. No profanity, loud talking, or yelling.
19. Instructions given by staff members will be adhered to. Noncompliance with rules, regulations, and policies will result in the temporary or permanent suspension of visitation privileges.
20. The receptionist and/or officer-in-charge may terminate a visit at any time a rule violation warrants such action.
21. Visitation may be terminated when extenuating circumstances exist within or outside the facility (e.g., lockdown, broken elevators, riots, bomb threats, fires, weather).

CANTEEN MONEY
MONEY ORDERS ONLY
DEPOSIT IN BOX BY RECEPTION WINDOW
INMATE MNI# NOT REQUIRED